



2 YEAR MA HANDBOOK 2018-2019

Also available electronically at
<http://www.gender.ceu.edu/2-year-masters-degree-critical-gender-studies>

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Table of Contents

1.	Basic Department and Program Information	3
	Contact Information	4
	Departmental Faculty 2018-2019	5
2.	Program Description	7
	Program Learning Outcomes	7
	Requirements and Structure	7
	Further Notes on Requirements	9
	Degree Specialization Tracks	11
	Advanced Certificate Programs	12
3.	Policies, Regulations, and Procedures	13
	Student Representation in Academic Governance	13
	Communication within the Department	13
	Course Materials	14
	Printing Policy	15
	Grading System and Policies	15
4.	2-year MA Thesis Guidelines	21
	Thesis Calendar	21
	Thesis Preparation and Advising	22
	Thesis Submission	23
	Thesis Format	24
	Thesis Defense	26
	Final Examination	26
	Thesis Evaluation	27
Appendices		
I	Important Dates for the 2018-2019 Academic Year	30
II	Department Curriculum 2018-2019 for 2-year MA Students	33
III	Sample Course Planning Worksheets	38
IV	Sample Thesis Topic and Supervisor Preference Form	40
V	Sample Supervisor Approval of Thesis Proposal Form	41
VI	Sample Internship Form	42
VII	Sample MA Thesis Cover Page	43
VIII	Sample Page for the Declaration of Original Research and the Word Count	44
IX	Sample Master's Thesis Evaluation Form	45
X	Sample Final Exam Form	46

Gender Studies Two-year MA Student Handbook

This handbook contains all the essential information about the two-year MA program in Gender Studies, its structure, requirements, regulations, and policies, as supplements to the general regulations of the university. Any changes that may become necessary will be communicated in writing (via email) to faculty and enrolled students and amended in the online version of the handbook. Please consult the departmental website for the most up-to-date and valid version.

1. BASIC DEPARTMENT AND PROGRAM INFORMATION

Institution responsible	Central European University
	Central European University is a graduate institution in the social sciences, humanities, law and policy. It is accredited in both the United States and Hungary, and offers English language Master's and doctoral programs. CEU is governed by an international Board of Trustees. All academic policy is decided by the CEU Senate, while all executive decisions are the responsibility of the CEU President and Rector.
Name of department	Department of Gender Studies
Program & degree to be awarded	Master of Arts in Critical Gender Studies (2-year MA)
	A 2-year program running from September 2018 to June 2020, consisting of 4 teaching terms and one term of research and thesis writing.
Registration	Program approved and registered by the New York State Education Department and also accredited in Hungary

CONTACT INFORMATION

The main department office and most professors' offices are located on the fifth floor of the Zrínyi 14 building. CEU phone extensions can be dialed directly from on campus or after having dialed the main CEU number, +36-1-327-3000. Listings below give internal extensions and room numbers in Zrínyi 14 unless otherwise indicated.

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The departmental office assists students with issues specific to their programs. Matters of finances, health insurance, housing, residence permits, CEU-wide student activities, and the like should be taken up at the relevant offices of Student Services and the central administration.

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DEPARTMENTAL FACULTY 2018-2019

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2. PROGRAM DESCRIPTION

The two-year MA program in Critical Gender Studies offers an extensive grounding in critical and interdisciplinary gender studies while requiring students to also develop specialised empirical and theoretical knowledge through conducting original research culminating in an MA thesis. Students are assumed to have some familiarity with the basic concepts of gender studies, feminist theory, or related fields of social science and humanities. The goal of the program is to produce independent and critical thinkers with a broad basic knowledge of gender studies and the critical, analytical skills to understand the salience of gender both in social and symbolic orders and at local and global scales. Students will hone their analytical skills through both written and oral expression, preparing them for either further academic study at the PhD level or to apply their knowledge in other forms of research, policy making, activism, social work, etc. The program offers two “Degree Specialisation Tracks”: the Research Track and the Applied Gender Studies Track, which allow students to approach both possibilities through different kinds of research experience (see below). In keeping with these goals, the program introduces students to a diverse range of critical theoretical and methodological approaches to gender studies. The present faculty includes scholars trained in history, sociology, socio-cultural anthropology, political science, international relations, philosophy, literature, legal studies, rhetoric, and cultural studies. MA students will therefore develop scholarly knowledge through an interdisciplinary lens and across a broad range of domains.

PROGRAM LEARNING OUTCOMES

Graduates of the Two-Year MA in Critical Gender Studies at CEU will have mastered the following skills and fields of knowledge and demonstrated the ability to:

- knowledgeably discuss the major fields and themes of contemporary interdisciplinary gender studies, their historical and geographic origins, and their main points of founding and ongoing debate;
- grasp and apply the methodological, theoretical, analytical, and written and oral presentation techniques necessary for contemporary academic research, while also being able to communicate their arguments and conclusions to audiences not specialized in gender studies;
- engage in critical analysis of the significance of gender to social and cultural theories, cultural phenomena, and concrete social and political practices, focusing in particular on the local, global, and hybrid connections between material and symbolic gender relations and structures of power and inequality;
- grasp and be able to present the main threads of past and present scholarly debate on how gender categories and inequalities intersect with other social categories such as race, ethnicity, class, sexuality, age, disability, etc.
- translate interest in a particular social or cultural phenomenon into a manageable research project, develop pertinent research questions, and identify and use appropriate research methods to answer these questions;
- reflect critically on and denaturalize their own social, cultural, and political belonging, and be aware of the situated nature and limitations of their own knowledge.

REQUIREMENTS AND STRUCTURE

The program consists of 60 credit hours to be completed over the course of four terms. In the Fall and Winter terms of their first year, students must complete 30 course credits, including mandatory and elective courses. In the Fall term of their second year, Research Track students must take 14 elective credits (they receive 2 credits for the previous Spring term’s “Research Preparation Seminar” course);

Applied Track Students must take 6 elective credits (they receive 8 credits for their Guided Internship over the Spring or Summer, and must take the mandatory Internship Analysis Workshop for 2 credits). Note that this means that there are 3 terms of coursework in the program. In the Winter and Spring terms of their second year, students earn 4 credits for the thesis writing workshop and 10 for thesis writing. The thesis is developed throughout the course of the first academic year through tasks required for Academic Writing: Thesis Development (AWTD), and, under the close guidance of a primary faculty supervisor with additional input from a second reader. The primary research period is late spring and summer between the first and second years and in some cases also the beginning of the second year winter term. The winter and spring terms of the second year are dedicated solely to the thesis with a mandatory Thesis Writing Workshop in March. The thesis is defended orally at the end of the second academic year in front of a faculty committee; in addition, students in the 2 Year MA Program in Critical Gender Studies must also pass a separate oral Examination. The final text of the MA thesis is made publicly available online through the CEU library. See details below.

Overview of requirements for the First Year

Pre-session & Zero Week: required attendance

Orientation
English for Academic Purposes
Zero Week Lectures and Workshops
Course Presentations

Fall Term: 14 Credits

Mandatory courses (8 credits total):

Foundations in Gender Studies I (4 credits)
Academic Writing (1 credit)
Public Lecture Series (1 credit)
Interdisciplinarity and Intersectionality in Gender Studies research (M) (2 credits)

Electives (6 credits)*

Winter Term: 16 Credits

Mandatory courses (4 credits for Research Track, 8 for Applied):

Foundations in Gender Studies II (2 credits)
Academic Writing: Thesis Development (1 credit)
Public Lecture Series (1 credit)

Additional requirements for the Applied Track:

Mandatory: Critical Policy Studies "P" (2 credits)

Mandatory elective: 2 Methods credits:

Feminist Qualitative Research Methods (M) (Fall, 2 credits) OR
Qualitative Research Methods: Ethnographic Approaches (M) (Winter, 2 credits)
(OR approved "M" alternative)

Electives (12 credits for Research Track; 8 credits for Applied)*

Spring Term: Mandatory credits

Research Track students:

Research Preparation Seminar (M) (mandatory course, 2 credits given in Fall term of Year 2)

Applied Track students:

begin Guided Internships (mandatory; the internship itself may be scheduled in the period between spring of Year 1 and Fall Year 2; 8 credits given in Fall term of Year 2)

* Students in the Applied track must also take at least 6 CEU credits in "P" courses during their first three semesters - this includes the required "Critical Policy Studies" course ("P" courses are courses which address policy making processes or policy priorities through in-depth critical analysis, designated by the department for courses in our curriculum. Courses in the School of Public Policy (SPP) or other CEU departments can also be counted as "P" courses with the approval of the Internship Director. Students are encouraged to take at least one course from SPP during the program).

Overview of requirements for the Second Year

Fall Term: 16 Credits

Research Track students:

Electives (14 credits)

(2 "M" credits given for "Research Preparation Seminar" course)

Applied Track Students:

Mandatory Courses:

Internship Analysis Workshop (2 credits)

(8 credits) given for Guided Internship

Electives (6 credits)*

Winter term:

Mandatory (4 credits)

Thesis Writing Workshop (4 credits)

Spring Term:

Mandatory (10 credits)

MA Thesis and Defense (10 credits)

* Students in the Applied track must also take at least 6 CEU credits in "P" courses during their first three semesters - this includes the required "Critical Policy Studies" course ("P" courses are courses which address policy making processes or policy priorities through in-depth critical analysis, designated by the department for courses in our curriculum. Courses in the School of Public Policy (SPP) or other CEU departments can also be counted as "P" courses with the approval of the Internship Director. Students are encouraged to take at least one course from SPP during the program).

FURTHER NOTES ON REQUIREMENTS

Pre-session (September 3-7): English for Academic Purposes: held during the pre-session week, mandatory for all incoming MA students (see description below under Curriculum)

"Zero Week" (September 10-14) takes place during the week preceding the official beginning ("Week 1") of the fall term.

Course Presentation Sessions: in the afternoons of Zero Week, all the courses for the current academic year will be presented by the professors. This gives students the opportunity to ask questions about the courses and hear faculty elaborate on the objectives and requirements of their courses. Please see course syllabi (in draft form for winter term courses) on the departmental website before you attend these sessions.

Course registration is done online through the Infosys system which requires a university login and password. **Registration opens at 8:00 am on Monday, September 10.** Some classes fill up quickly but numbers will decrease and stabilize by the beginning of classes, so do not panic or withdraw your name if you find yourself on the waiting list for a course you want, but do remove your name if you are sure you will not take the course.

Zero Week Lectures: This year three lectures and a roundtable discussion will introduce students to different perspectives on feminist critique and research. Student attendance is mandatory for all 1st year MA students and recommended for 2nd year students; active participation is encouraged from

all. The schedule, along with a small package of required readings, will be provided to students in advance.

Course Planning Worksheet: To ensure that they meet all the requirements prior to the thesis, all students (both 1st and 2nd year) are asked to pre-select the courses they intend to register for in the fall and winter terms of the first year at an early stage. This is done by filling out a Course Planning Worksheet (presented in Appendix III in this Handbook) which must be submitted to the departmental office by September 17, 2018 for approval. Individual consultations with the Head of Department and other faculty may take place during this week for finalizing students' study plans. The planning sheet does not oblige you to take the courses listed and these often change, especially for the winter term, but do make sure when you make such changes that you maintain the number of credits and mandatory classes you need to proceed to the thesis defense.

Welcome Party: This reception will take place on Thursday, September 13 at 5:30pm, at the Rooftop Garden (Nador 13). As it is a chance for the faculty and students to meet and talk informally, students from all the Gender Studies programs are expected and encouraged to attend.

Public Lecture Series: Throughout academic year, the department will organize public lectures. These are talks given by scholars from other universities about their research and are a way for the students and faculty to learn about current research in the field of gender studies and to engage in dialogue with scholars from outside CEU. These lectures, including the Zero Week Lectures, are a mandatory two-credit requirement (one credit per term) for 1st year MA students. **You may not miss more than one lecture per term without a documented and approved excuse in order to earn this credit.** The talks will be listed as far in advance as possible on the departmental website and also advertised via email and fliers. Students are expected to adjust their schedule to attend public lectures even in some cases when there is short notice as they are important for their broader education in the field.

Particular 2-year MA requirements (differences from the one-year MA): First year 2-year MA students take the same mandatory classes as students in the one-year MA, as indicated in the department curriculum, with certain additions. All 2-year students must take the Fall term course "Interdisciplinarity and Intersectionality in Gender Studies research (M)" in their first year. Applied Track students in their first year must also take either the Fall term course "Feminist Qualitative Research Methods" (M) (Jones-Gailani) or the Winter term course "Qualitative Research Methods: Ethnographic Approaches" (M) (Helms); either of these courses fulfills the requirement for the course "Doing Policy Research: Critical Ethnographic Methods and Field Research." An alternative Methods course is possible with the approval of the Director of the Program. In the spring of the first year, students in the Research track must take "Research Preparation Seminar" while Applied Track students use this period to start the Guided Internship. Applied Track students must also take "Critical Policy Studies" in the winter of the first year as one of their electives, plus 4 additional electives classified in the curriculum as "P" courses over the course of the first three terms (see more in the information by Tracks, below). The Methods requirement for all 2-year students is 4 credits (see details below). Students in both tracks should consult with their supervisors and the Director of the 2-Year MA program about course selection.

Methods credits: Students in the 2-year MA program must take at least 4 credits in Methods courses (i.e., from courses marked "M" for research methods). All first year students take the mandatory course "Interdisciplinarity and Intersectionality in Gender Studies research (M)" which fulfills two of these credits. Two more "M" credits are fulfilled for Applied Track students by either the Fall term course "Feminist Qualitative Research Methods" (M) (Jones-Gailani) or the Winter term course "Qualitative Research Methods: Ethnographic Approaches" (M) (Helms); either of these courses fulfills the requirement for the course "Doing Policy Research: Critical Ethnographic Methods and Field

Research.” An alternative Methods course is possible with the approval of the Director of the Program. Research Track students receive two more “M” credits by taking the required course “Research Preparation Seminar” in the spring of their first year.

Electives: students choose their courses from the curriculum for the year in which they take them. First year students may register for two elective credits less or more than is officially required in a given term, with approval from the Head of Department, as long as their total credit count comes to 30 over the two terms of the regular Academic Year and that their course credit total for the three coursework terms adds up to 46 credits and they do not take more than 12 elective credits in a given term. Students may take up to 4 elective credits from other CEU departments, not including cross-listed courses; more than this requires permission from the Head of Department and is granted only in exceptional cases. All CEU courses are listed in the Infosys and see the section on cross-departmental Specialization certificates, below.

Second Year Winter and Spring term thesis writing: these terms are dedicated to the writing of the MA thesis; all students are expected to be at the writing stage by this point, and to only engage in minimal further research. Students are discouraged from leaving Budapest for more than brief trips during this period as necessary for their research. Students are expected to consult regularly with their supervisors during this period.

Thesis Writing Workshop: this is a mandatory workshop for all students defending their theses in June. The workshop gives participants a chance to get feedback on their thesis writing and to develop their skills in offering constructive criticism to their peers. **Students must attend and fulfil all requirements in order to pass; the 4 credits it carries are part of the requirements for obtaining the 2 Year MA degree. Students must be available throughout this period – scheduling will depend on supervisors’ availability.** Students are required to present a complete draft of a substantive thesis chapter - i.e., one analysing the student’s original research data, and not merely background, theoretical framework, methods, etc. At the beginning of the Winter term of the second year, students will be informed of the workshop schedule, requirements, and deadlines for submission of draft chapters. All students are expected to produce their workshop materials by a deadline set by the instructor, typically 2-3 days before the group is scheduled to discuss your work. Research and writing plans must take this into account.

DEGREE SPECIALIZATION TRACKS:

1. Research track

This track is oriented toward preparing students to become academic gender specialists. Students will take additional courses in academic subjects within our department as well as in other disciplines that may relate to their intellectual focus. These students will write a thesis that reflects their ability to do research and write at a level that would qualify them to enter a Ph.D. degree program or publish their research in competitive scholarly journals. Particular attention is given to develop students’ skills in dealing, in flexible and innovative manners, with theoretical complexity, and combining diverse methodologies from a range of fields.

2. Applied Gender Studies track with internship: Gender in Practice.

The specialization in Applied Gender Studies offers students the opportunity to combine cutting-edge gender theories and rigorous scholarly analysis with concrete, practical activist and/or policy work, through the intensive experience of non-paid, closely supervised internship in a governmental, international, or non-governmental organization. This complex blend of analysis and practice will

enable students to pursue a range of goals and career options: it can help them to become more effective gender specialist professionals by developing valuable skills such as the critical analysis of gender policies, their foundational assumptions and complex social and political effects, and the broader contexts which surround their implementation; conversely, it can also allow them to become more effective scholarly researchers and theorists of gender issues by offering them intensive experience of the everyday production of concrete policy practices and their effects to ground their knowledge. Students in this track, like those in the Research Track, will write a thesis that reflects their ability to do research and write at a level that would qualify them to enter a Ph.D. degree program or publish scholarly research. However, the thesis will focus on the analysis of the specific internship setting and experience as a critical and analytical case study, and may therefore also serve as an example of the student's ability to function as a critically informed gender professional.

Internship Planning, Monitoring, and Evaluation

For those in the Applied Gender Studies track, towards the end of the first year an internship will be established with one or more local or international NGOs, policy centers, activist organizations, etc.. The internship must be for at least 40 hours/week for 3 months, or 20 hours/week for 6 months (the department strongly recommends that the internship be completed during the Spring semester, but it may extend longer in exceptional circumstances). The internship experience, including any formal research conducted as part of the internship, will serve as a primary element of the research data grounding the student's thesis, whether conceptually or empirically.

The plan for and site of the internship must be approved by the Internship Director. The timing of the internship process is (roughly) as follows:

- by January (year 1): discussion with Supervisor and Internship Director of thesis topic and areas of interest for internship
- by February (year 1): research into potential NGOs/organization(s), selection of shortlist of NGOs/organization(s)
- March (year 1): interviews and placement with NGO(s)/organizations
- April - June (year 1) OR: June (Year 1) - September (Year 2): internship
- September 20th** (Year 2): final Research Report due (for Spring term internships)
- December 18th** (Year 2): final Research Report due (for Summer internships)

It is possible to arrange for the internship to start earlier or end later. Details must be coordinated with and approved by the Internship Director.

During the internship the student will maintain regular contact with the Gender Studies Department. Students file weekly progress reports and the other material required by internship director and internship supervisors. The organization(s) where the internship takes place will conduct mid-term and final evaluations of the student, and submit them to the Department. Finally, the student submits a 15-page Final Research Report analyzing the internship experience, to be due at the times listed above (September 20th/December 18, Year 2). This Report will be evaluated by both the student's Supervisor and the Internship Director, and will receive a letter grade which will count as the grade for the Internship Analysis Workshop. The Final Research Report should serve as an important foundation for the thesis.

Students must declare which specialization track they are going to follow at the latest by the end of the fall term of their first year (**December 6, 2018**). The **choice of specialization track** will greatly influence the student's course requirements after the fall term (see above). The declaration must be emailed to the Internship Director and cc-ed to the departmental coordinators.

There will be an advisory meeting for first year students regarding the choice of the tracks in November with the program's Internship Director (Hadley Z. Renkin). Details will be announced.

ADVANCED CERTIFICATE PROGRAMS

In addition to the Two-Year MA degree in Critical Gender Studies, students can earn a certificate in one of CEU's cross-departmental advanced certificate programs. Each program has its own course requirements, and may also organize lectures, conferences, and other events in keeping with their topics. Interested students should inquire about and register for specializations before the end of Zero Week if possible, but may also register later.

The Two-year MA in Critical Gender Studies allows students to participate in three advanced certificate programs. Details are provided on their websites, listed below. Information about them will also be presented during Zero Week.

Political Thought: <https://pasts.ceu.edu/political-thought>
Religious Studies: <https://religion.ceu.edu/>

3. POLICIES, REGULATIONS, AND PROCEDURES

By enrolling in the Department of Gender Studies, students agree to abide by the Rules and Procedures outlined in this document, as well as the general rules and procedures of the Central European University. CEU policies, rules, and regulations are covered in the following documents:

[Code of Ethics of the Central European University](#)

[Student Rights, Rules, and Academic Regulations](#)

[Equal Opportunities Policy](#)

[The Central European University Policy on Harassment](#)

[Student Disability Policy](#)

See the full and updated collection of university policies here: <http://documents.ceu.edu/>

STUDENT REPRESENTATION IN ACADEMIC GOVERNANCE

CEU students are represented at the level of their Department, the university administration, the CEU Senate, and the Student Dormitory.

Departmental student representatives: one representative is elected from the 2-year MA cohort (all programs) to join a one-year MA and a PhD representative in channeling and conveying student concerns to the head of department. Elections will be held early in the fall term. Student representatives are expected to attend faculty meetings, facilitate informal course evaluations and town hall meetings with faculty, and in general to act as official conduit for information and feedback between the faculty and students.

The **CEU Student Union** brings together departmental and program representatives from across CEU to provide feedback and input on student issues to the central administration. Student Union members also serve on Senate committees together with faculty and staff.

Senate representatives: three Student Union members are elected each academic year to represent students in the CEU Senate.

A **Student Dormitory Council** is also elected to provide input and feedback on residence center life.

For more information on student representation and other aspects of student life, please turn to Student Services or the Student Union.

COMMUNICATION WITHIN THE DEPARTMENT

The main channel of communication between students, faculty, and department staff is email. Barring technical failure, **students are responsible for reading all information distributed to their CEU email address.**

Each student also has an **individual “pigeonhole”** or mailbox in the hallway outside the department office. Please check this regularly. This is where professors will return written work and where you receive mail and other paper documents. Faculty have their pigeonholes inside the main office and some have envelopes on their office doors for leaving paper assignments.

Department lectures and other events, class schedules, contact information, and announcements are also posted on the **department’s website** (<https://gender.ceu.edu/>), where there is a **departmental calendar** with the full schedule of events and classes (<http://gender.ceu.edu/schedules-2015-2016-0>).

Students should not hesitate to approach the faculty regarding their course work, thesis preparation and supervision, as well as all other matters related to their present and future studies. Faculty members are available for consultation on a regular basis. During terms in which they are teaching, they will have regularly scheduled **office hours** which are listed on their syllabus and posted outside their offices. During non-teaching periods, members of the faculty are available by appointment or email. The main office of the department generally operates between 9:00 a.m. – 5:00 p.m. every day with specific hours for students which will be emailed and posted at the beginning of each term.

Students should communicate with faculty by **email**. However, students should not expect that faculty will read their email on the weekends or outside of working hours during the week. Students should also not expect faculty or staff to engage them on social media, even though some of them may be visible on the CEU Gender Studies Facebook page and elsewhere. Each faculty and staff member has their own approach to such media. The department’s Facebook group page (<https://www.facebook.com/groups/270696800553/>) is a public group used for event announcements, information about job openings and scholarships, notices about new publications, and the like.

Should students have concerns about a course or supervision but are not comfortable approaching the relevant faculty member, they should approach the Head of Department, Program Director or, if appropriate, the Department Coordinator, who will mediate on their behalf. For personal problems that affect their studies, students should approach whichever member of staff or faculty they feel most comfortable with (including those from other departments, programs, or university services). Alternatively, students may approach Student Services, the Financial Aid and Residential Life Officers, or the Psychological Counseling center. All staff deal with the personal concerns of students in the strictest confidence.

Other sources of information and forums for communication:

CEU website <http://www.ceu.edu>

"CEU Planet" online newsletter: <http://www.ceu.edu/category/ceu-planet>

"CEU Weekly" student journal: <http://ceuweekly.blogspot.hu>

Discuss@CEU message site for non-academic topics: <http://discuss.ceu.edu>

COURSE MATERIALS

For most courses, in addition to a detailed course syllabus, a course reader of the required readings is made. Most readers are available in hard copy but some professors will also make electronic versions of some or all of the readings available via email or the e-learning site (<http://ceulearning.ceu.edu/>). For those courses for which readings are not available online, one copy of the reader will be placed in the library under “reserve reading” for students to consult. In addition to course readers, some professors will place books on reserve at the CEU Library which cannot be checked out of the library. Please note that buying the hard copy reader is much cheaper than printing out materials from electronic copies and also allows you to save your printing quota. As a rule, we want to discourage reading class materials on small screens like smart phones (or on screens at all) in the interest of your own reading retention but also be aware that many professors do not allow the use of smart phones or even laptops and tablets in the classroom. Check these policies before you decide.

Please make your printed reader orders as soon as possible in order to ensure that you will have them at the beginning of each term. Place orders and pick up readers in the Gender Studies main office (room 506). **The price of a reader is capped at 3000 HUF or the real price for smaller readers that cost less to copy.**

Method of payment: Students who do not receive a stipend must pay for the readers in cash at the CEU cash desk by the deadlines stated by the departmental office. For those receiving a stipend, the fee for fall term readers will be automatically deducted in two installments from the students’ **November and December stipends** for the current year, and winter term readers’ fees will be automatically deducted from that year’s **March and April stipends**.

PRINTING POLICY

Each student has a printing limit of 700 pages per year. Extra allowance can be purchased through the CEU Finance Office; bring the receipt of payment to the Information Technology Support Unit (ITSU) and they will add the extra allowance to the printing quota.

GRADING SYSTEM AND POLICIES

The Department of Gender Studies follows the CEU grading scheme of letter grades (see the Student Rights, Rules, and Academic Regulations policy and the chart of possible grade options in the [CEU Student Records Manual](#)). As this is graduate level education, the highest passing grade for coursework or theses is a C+. The requirements for successful completion of individual courses include regular class participation and satisfactory completion of class assignments, typically written papers, oral presentations, research papers, practical exercises, and/or written examinations. The course syllabus must be consulted carefully for exact course requirements. Grades are assigned according to the degree to which the professor determines that expectations for each assignment have been met. See more detailed explanation of grades for the MA thesis under Thesis Guidelines, below.

Retakes and failures: Professors may allow major assignments assessed as unsatisfactory to be redone once within a time frame agreed upon between the faculty member(s) and the student. Students who

fail to submit work, or whose work fails to meet the minimum requirements for the assignment (including violating the rules against plagiarism), will receive a grade of 'F' (fail) for the assignment.

Final Grades

To fulfill all requirements for the MA Degree, students must earn 60 credits over four consecutive terms and:

1. Achieve a passing grade (C+ or above) for all graded courses in the first and second year (42 credits) and a "pass" in both sections of Academic Writing and for both terms of the Public Lecture Series (4 credits altogether).

2. Achieve a passing grade (C+ or above) for the Master's thesis (14 credits, including the Thesis Writing Workshop);

3. Achieve a total Grade Point Average (GPA) of at least 2.66, equivalent to B-.

The total GPA is based on a cumulative grade point average weighted by credit for all course work and the MA thesis. The final grade will be used to distinguish levels of achievement in the course of study as follows:

3.67 to 4.00	Master of Arts with Distinction
3.33 to 3.66	Master of Arts, Pass with Merit
2.66 to 3.33	Master of Arts, Pass
Below 2.66	Fail

In order to receive a Master of Arts degree with Distinction students must also pass the thesis and the Final Examination with high honors (grades of "A" or "A-". Each graduating student must complete all first and second year coursework and receive all grades by May 31, 2019 if they are to participate in the preparation and defense of the MA thesis. This includes courses taken in other departments. Exceptions may be granted by the Head of the Department.

In order to receive the MA degree, all outstanding financial responsibilities must be met (e.g. tuition fees) and the Student Services Leaving Form must be signed by all appropriate units.

Class Attendance

Regular attendance is a major component of the program and is therefore mandatory in all classes. Missing more than one class without advance notice and documentation provided to the professor will in most cases bring down the final course grade and could result in failure of the class in situations of excessive absences. Individual course instructors may state slightly different requirements. Only illness or serious unavoidable matters are considered valid excuses for missing class. Student parents will be excused when emergency childcare obligations arise. In cases of excessive or prolonged absence due to such serious obstacles, the department may arrange for extensions on assignments, temporary withdrawal, or other solutions that will allow the student to complete the program within

the parameters of our requirements. Students are expected to keep in close touch with professors about circumstances that might lead to missing class.

In the case where parallel events are organized at CEU that are relevant to the students' academic interest, the professor whose class is in conflict with these external events should be consulted first in order to clarify the situation. Normally, absolute priority is to be given to departmental classes and public lectures.

Academic Misconduct

Academic misconduct involves acts which may subvert or compromise the integrity of the educational process at CEU. Any form of **plagiarism**, i.e. representing the ideas or words of another without proper attribution to the source of those ideas or words, whether intentional or not, is considered a serious form of academic misconduct. Students should consult faculty or the Center for Academic Writing if they are at all unclear about the difference between appropriate citation and plagiarism. **Acts of academic misconduct, including plagiarism, will result in serious consequences, such as a failing grade for the assignment or the course, or even failure of the program.** Students are assumed to be fully aware of plagiarism and its consequences, as they are covered by the Academic Writing instructors during mandatory classes in the fall term and detailed in this handbook and general CEU policies.

Please note that students may not submit an assignment or part of an assignment for credit in more than one course unless approved by both course instructors. However, revised and adapted course papers may be incorporated into the thesis with the thesis supervisor's knowledge, as documented in writing.

For more detailed information, please refer to:

- [CEU's Policy on Plagiarism](#)
- [CEU Code of Ethics](#)
- and other CEU policies listed on the website: <http://www.ceu.edu/node/132>

Grade Submission

Students receive their final grades for courses after the term is complete and faculty have submitted all grades. Final grades are entered into the University Information System (UIS) (generally called Infosys) at <https://infosys.ceu.edu>, where students can see them as soon as they are entered.

Grade correction may be made in instances where a clerical or computational error resulted in the submission of an incorrect grade. For any other objection by a student about a grade, the appeal procedure below should be consulted. Grade changes will be considered only under very exceptional circumstances.

Returning Student Work

Faculty must return student papers to the students in a timely manner (typically two weeks during the term). Final papers with grades and comments must be placed in student mailboxes or emailed within two weeks after the deadline for final grades.

Student Evaluations

The department welcomes informal feedback at any time during the course of study. Informal midterm evaluations will be organized in week 5 of each term with the help of the student representatives. More formal online evaluations of the courses and instructors, including PhD student Teaching Assistants, are collected by the university at the end of each term. All evaluations are **anonymous**. Faculty members may access online evaluations only after having submitted their grades for the course. Students are strongly encouraged to complete these evaluations as they are important for the continuous improvement of the courses as well as for faculty and TA assessments.

Appeals

CEU students have the right to recourse and appeal concerning the application of [Student Rights, Rules, and Academic Regulations](#). This right may be exercised by directly appealing to faculty members, program directors, unit heads, the Pro-Rector for Social Sciences and Humanities, or by appealing to the Disciplinary and Grievance Committees, in accordance with the procedures set in the Code of Ethics (see also section 6.1)

The first step with regard to all types of appeals is to try to settle the complaint through a less formal procedure with the professor concerned and within the department. Appeals on grades can be made for major assignments or final course grades to the Head of Department and must be made in writing no earlier than two days and no later than seven days after the posting of grades. If after this point the student still wishes to appeal the grade, the Head of Department will prepare a report on the appeal for the Office of Pro-Rector for Social Sciences and Humanities.

4. 2-YEAR MA PROGRAM THESIS GUIDELINES

All MA theses must identify an adequate research topic within gender studies, which includes a manageable field of research and a set of original, researchable questions to investigate. Theses should have an original argument; show a good knowledge of the literature in the field; contribute to the study of the field through original research and/or by relating the subject to the broader academic literature; and demonstrate analytic ability through the careful and critical use of relevant concepts and approaches. Theses must also be written with grammatical accuracy and stylistic clarity; and they must conform to the academic style guidelines of the student's choosing (e.g., APA, MLA, Chicago, etc.) See the grading criteria for thesis manuscripts below.

THESIS CALENDAR

2-year students should determine and begin developing their thesis topic in their first year, as a basis on which to build in the second year. Students (especially those in the Applied Track; see section on Track Specializations, above) should use the spring and summer after the first year to conduct the bulk of their thesis research. **First year 2-year students** therefore follow the regular schedule of the 1-year MA program, except that they have more time to finalize their choice of thesis topic and supervisor, and to submit the final version of their Thesis Proposal. Students must fulfil the same requirements and deadlines as the 1-year MA students, with the understanding that their work is provisional and subject to change. Please note, however, that the earlier the thesis topic is developed, the more time there will be to do proper research and develop the project conceptually, and the better the final thesis is likely to be. Students whose topics require travel for research should be sure to finalize their proposals as soon as possible after the end of the winter term of the first year if they want to apply for the small research grants available for summer research (Note that a certain, limited time may be allowed for final, follow-up field research at the beginning of the second year winter term in some cases, if absolutely necessary and approved by the supervisor and Head of Department. Normally, however, at this point students are expected to be in the writing stage. The deadlines are:

- December 6, 2018:** Thesis Topic and Supervisor Preference Form to the departmental office. This can be a provisional topic and supervisory choice; both may change later. (See section "Thesis Preparation and Advising", below)
- January 31, 2019:** Draft Thesis Proposal to the supervisor and the Academic Writing Instructor. (See section "III. Thesis Preparation and Advising", below)
- February 21, 2019:** Applications for the departmental Research Grant (limited funding, normally towards travel) due. This deadline is primarily meant for one-year students but 2-year students can apply if they have a well-developed Thesis Proposal. Two-year students can also wait for the spring grant deadline (see below). Please note: 2-year MA students can apply for this grant only once during the program.
- Apr. 1-May 24, 2019:** Departmental MA Research Grant application deadline for first year 2-year students. Applications accepted on a rolling basis (with approved final Thesis Proposal only)
- Apr. 17-May 10, 2019:** Research Preparation Seminar – mandatory for 1st year 2yr students in Research track.
- May 24, 2019:** Final Thesis Proposals and Research Plans of first year 2-year students due to department office. First year 2-yr students must submit a detailed Research Plan, developed in consultation with their supervisors, before they embark on

their research. The Research Plan deadline can be extended with the supervisor's approval, depending on the student's research timetable. Earlier submission is strongly encouraged, however, and may be necessary for students who need to conduct field research in the summer (the grant can take up to two months to process).

In their second year, having already done the above, students will prepare and submit a more substantive "Thesis Prospectus" – a more developed and precise narrative mapping of the proposed thesis project, including a proposed Table of Contents.

- October 26, 2019:** A draft of this prospectus should be submitted by 2nd year 2-year students to the supervisor and the Internship Director.
- November 12, 2019:** The final thesis prospectus is due to the department office.
- November 15, 2019:** Applications for departmental Research Grant due for 2nd year 2-year students who need to travel in January to complete their research and have not already received the grant (Please note: 2-year MA students can apply for this grant only once during the program and that they are expected to do the bulk of their research in the summer after the first year. This deadline is therefore meant more for students in other two-year programs).
- January 7, 2019:** The concentrated MA thesis writing period begins at the start of the winter term in the second year and continues through the spring term until thesis submission. Students are expected to agree on a writing schedule with their supervisors and to keep in regular touch with them during this time. Students must also be resident in Budapest and not away for more than one week unless given permission by the Head of Department to conduct limited follow-up field research in January if necessary.
- March 4-14, 2019:** Thesis Writing Workshop: mandatory for all graduating MA students. Full participation is one of the requirements for obtaining the degree.
- May 3, 2019:** by this approximate date, second year 2-year students should submit a full (rough) draft to their Supervisors.
- June 6, 2019** by 1 p.m.: Thesis submission deadline for second year 2-year students.
- June 13–18, 2019:** MA thesis defenses
- June 19, 2019:** End of year Farewell Party (details TBA). Family and friends are welcome.
- June 24, 2019:** Graduation Ceremony
Please note, that the number of guest tickets available for the ceremony may be limited. Please contact the office before you invite your family!

Every deadline concerning proposal and thesis submission is absolutely strict and is set in order to keep students on track to producing an adequate thesis in the time allotted. If any problem related to submission arises during the thesis-writing period, please consult with your supervisor as soon as possible. Extensions will be granted only in exceptional cases and must be requested from the Head of Department in writing (not one's supervisor).

THESIS PREPARATION AND ADVISING

Thesis supervisors are drawn from departmental faculty and, in exceptional cases, from the larger CEU

and Budapest community of scholars. All students' thesis work will be directed by a supervisor and a second reader. The supervisor should be the student's primary contact during the research and thesis writing period, while the second reader should be familiar with the student's work in more general terms. Nonetheless, students are welcome to consult with their second reader at any time during the research or writing period for further guidance. The extent to which the second reader is involved in supervision of the written thesis will be determined on a case-by-case basis by the faculty and student involved. Regardless of the extent to which the second reader has been involved in the thesis planning and writing, students should give the second reader a section of the thesis and outline of chapters at some point during the writing stage, i.e. between March and early May of the second year, if not before, in agreement with the second reader. See more below about supervisors' role in the final thesis defense.

It is vitally important that students begin thinking about their potential thesis topic and which faculty member they will request as their supervisor as early as possible; it is also crucial that, having chosen their potential topic, students actively explore its development into a viable project as early as possible in their time in the program. In our experience, the most effective method of developing a focused and fully realized research project is by exploring and experimenting with one that is tentative and provisional (this early preparation is also important for students to be able to position themselves successfully for departmental and other funding opportunities). The department thus intentionally encourages this process by requiring that students in the 2-year MA program follow the same schedule for one-year MA students, while recognizing that many projects and expressions of them will grow and change considerably over the longer period of preparation and research allowed by the 2-year program.

To assist students with choosing a supervisor, a list of the faculty's areas of specialization and/or topics that they can supervise will be provided during the fall term of the first year. By late November of that year, students should approach the faculty member(s) they wish to work with and request their supervision. Supervisors and second readers will be finalized after the submission of the Thesis Proposal draft in early February (although they may be changed after this as well). Student preference will be taken into account when assigning thesis supervisors and an effort will be made to accommodate student requests. However, because of faculty workload distribution, not all requests may be granted, especially for second readers.

THESIS SUBMISSION

Deadlines and Extensions: The submission deadline is absolutely strict. Extensions can only be granted by the Head of Department in cases of genuine and serious (documented) medical conditions or other serious circumstances. Extensions must be formally requested from the Head of Department and documentation submitted prior to the thesis submission date. Supervisors may not grant extensions to their students. Students are advised to notify their supervisor and the Head of Department as soon as they detect any problems with meeting the thesis deadline. Retroactive appeals cannot be considered.

Theses submitted late without permission from the Head will be penalized a third of a grade (one "notch") for every day late after the due date (A to an A-; B+ to a B; etc.). Downgrading will be applied after the grade is determined at the defense. This means that a late thesis may still be failed if its quality does not merit the highest grades. It also means that a thesis submitted after more than five days from the deadline is an automatic failure since the highest possible grade that can be awarded by the 6th day is a C (the lowest passing grade is a C+; see grading scale below). Because exam committee members need enough time to read and evaluate the thesis, unauthorized late theses

submitted to the office staff (in designated number of hard and electronic copies, etc.) less than 48 hours from the student's scheduled Oral Defense will not be allowed to participate in the oral defense exam. Rescheduling of the defense for a time after the exam period will be left to the discretion of the Head of Department in consultation with the exam committee members.

Electronic Files: All candidates for a CEU academic degree are required to upload an electronic copy of their submitted thesis (which is exactly the same as the version submitted in hard copy) into the CEU Electronic Theses and Dissertations Collection where they will be accessible on the internet. (In cases where the content of a student's thesis might put them in danger or present an ethical conflict, it is possible to request from the Pro-Rector that access to the thesis on the internet be blocked for two years, at which time this exception can be renewed. See the Head of Department for details.) The upload interface can be found at: <http://etd.ceu.edu> (log in with your UIS/Infosys login name and password). The Computer and Statistics Center organizes 1 hour long mandatory training on the uploading process. Students will be informed about time of and application for the training by the center and the departmental office in due course.

Thesis Submission: by Thursday, June 6, 2019 2 p.m. the following must be submitted:

- 3 copies of the thesis, printed and spiral bound (please print double-sided)
- 1 copy of the thesis, printed out, but NOT bound

(Note: for copying and binding your thesis, you can use the services of the CEU Copy Shop in the Basement floor of the Faculty Tower. However, due to the heavy demand at that time, they cannot always handle immediate requests. The best alternative is the use of Copy General, which has branches throughout Budapest, or another similar service. Be sure to leave plenty of time for these tasks before the deadline.)

THESIS FORMAT (BASIC DESCRIPTION)

The complete CEU Thesis Writing Standards, which apply to all theses submitted to the Department of Gender Studies for defense can be downloaded from http://www.ceu.edu/downloads/ceu_thesis_guidelines.doc. The following additional requirements are stipulated by the department:

- a) **Thesis sections** should be placed in the following order, items in bold are required:
 1. Cover Page (see Appendix V for a sample cover page)
 2. Abstract (max. 1 page, between 300-500 words)
 3. Acknowledgements (optional)
 4. Signed declaration that this thesis contains only original, previously unpublished work, along with a total word count for a) the thesis text only, excluding notes and references, and b) the entire thesis manuscript
 5. Table of Contents
 6. List of Figures, Tables or Illustrations
 7. List of Abbreviations
 8. Body of the thesis (divided into chapters)
 9. Appendices
 10. Glossary
 11. Bibliography/Reference list (required even if references are given in notes)

b) Page Numbers

- Sections 2-7 of the thesis (as outlined above) should be numbered with Roman numerals, while Arabic numerals should be used starting with the first page of the thesis proper. Page numbers should be centered at the bottom of each page.

c) Length, font and margins

- The thesis must be at least 20,000 and not more than 28,000 words long (excluding references and notes). Exceptions with justification must be approved by the Head of Department with the agreement of your supervisor. Extensions may not exceed 2,000 words (i.e. total word count cannot exceed 30,000) and should be kept as low as possible. Requests for exceptions must be made in writing to the Head of Department with the supervisor cc-ed by May 31, at least one week before the submission deadline (i.e. by June 7, 2018).
- Line Spacing: 2.0 or 1.5
- Font: Times New Roman/Garamond/Arial 12pt
- Margins: 2.5 cm on all sides

d) Citations and Bibliography

All theses must include proper citations (whether in-text or in footnotes) and a full bibliography of sources consulted. Arguments and information drawn from books and articles consulted should be acknowledged in all cases. Direct quotations must be clearly indicated through the use of quotation marks (“ ”). Indirect quotation (i.e. paraphrasing someone else’s ideas) does not require quotation marks when substantially different from the original but does require a citation at the end of the sentence or passage. Reproducing another writer’s words or ideas without proper citation is plagiarism and will be penalized.

For more details, see the section on ‘Academic Dishonesty and Plagiarism’ in the CEU Student Handbook; A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian, which is available in the departmental office to be checked out for the entire academic year; turn to the website resources or instructors of the [Center for Academic Writing](#); and see the rules on academic misconduct above.

THESIS DEFENSE

MA students must defend their thesis in an oral exam, and then pass an extended Final Examination. Both exams will take place at CEU on the dates outlined above under Important Dates. The thesis defense and final exam together may take up to 80 minutes. Each student will have a defense committee consisting of three faculty members (i.e. the supervisor, the second reader and an exam chairperson), who will be announced in advance. The committee chairperson is assigned to each defense by the Department Coordinator in consultation with the Department Head. While the committee chair person may participate in determining the student’s final thesis grade, it is the supervisor and second reader who make the final decision about the thesis grade. At the beginning of the defense, the supervisor and the second reader submit a written evaluation of the thesis to the chair of the committee, including their preliminary grading of the written piece. No defense procedure can be opened without these two evaluations submitted.

After the student delivers a brief description of the thesis, the defense focuses on the student's ability to discuss the thesis in scholarly terms and to address the comments and questions posed by the two supervisors and (optionally) the exam chair. These questions and comments posed by the faculty examiners are expected to focus on problems and strengths and to challenge the student to locate the thesis and her/his own scholarly approach within wider scholarly debates. The defense is intended to give an opportunity to the student to engage in serious academic discourse with three more experienced scholars and thus to demonstrate and develop the student's analytic and verbal acumen.

The performance of the student during the defense may influence the overall grading of the thesis generally by one, exceptionally by two, notches to the positive or the negative.

FINAL EXAMINATION

The Thesis Defense will be followed by a separate Final Examination, which is mandatory for CEU Masters programs which involve specialisation programs accredited in Hungary. This final examination assesses the knowledge, skills, and abilities requisite to the award of the degree more broadly, as well as the ability to apply these knowledge, skills and abilities in practice. The grade received for this examination will be combined with the grades from the written Thesis and oral Thesis Defense in order to determine a student's final thesis grade.

Form and period of Final Examination

The student's supervisor, in consultation with the second reader, will put together a list of five in-depth questions pertaining to the broader scholarly fields and literature surrounding and forming the foundations of the student's thesis project. The list of questions will be given to the student no later than one month before the Final Examination date. From this list, the Supervisor will choose at least two questions which the student will be asked to discuss critically at the examination.

Students are allowed to take the final examination only if they have satisfactorily completed their coursework and submitted a written thesis. The final examination is taken immediately following the thesis defense, unless otherwise determined by the department.

Final Examination

The final examination is taken before a Final Examination Board, which is the same as the thesis committee (supervisor, second reader, and chair). The Final Examination Board consists of a chair and at least two other members. At least one member of the Final Examination Board must hold at least the rank of associate professor, and at least one of its members must have no employment relationship with CEU. The chair and members of the Final Examination Board will be appointed by the Head of Department. The members of the Examination Board must be selected by May 10 of the student's second year. After members of the Board assess the student's performance, the Board retires to establish the grade by voting, if necessary. In case of a tied vote, the chair casts the deciding vote.

Final examinations shall be documented in the form of records which, upon signature by the chair and the other members of the board, will be filed with the Student Record Office.

Final Examination Evaluation and Results

Examiners assess Final Examination qualitatively in terms of the student's ability to map and situate the thesis focus in relation to its surrounding frameworks of scholarly discussion and debate. These critical scholarly skills are part of the training offered in the MA program, thus the Final Examination

comprises an important part of the final thesis grade. Final examination results shall be calculated on the basis of the grades established by the Examination Board, in conformity with the degree requirements and the curriculum. See details on final thesis grades below.

A sample of the **Final Examination Report** can be found in Appendix X.

Retaking the Final Examination

In the event of failure, the final examination may be retaken once after the end of the student registration period in accordance with the prevailing program requirements. If the student fails the exam again, no further attempts are possible. The final examination may be retaken during the next final examination period or during an extra final examination period. At the request of the candidate, a retake of the final examination may be approved by the Head of Department in the same period as the first attempt.

THESIS EVALUATION

Thesis manuscripts will be evaluated by the thesis supervisor and the second reader according to the following scale:

(A) Pass with High Honors: This thesis contributes to the existing literature in the field. It shows a complete knowledge of the subject matter and relevant theoretical material, and it demonstrates a clear analytical ability. The student has brought independent and innovative insights to the topic that goes beyond the existing literature and engages the material in a creative and original way.

(A-) Pass with High Honors: The thesis contributes to the existing literature in the field; it shows a complete knowledge of the subject matter and relevant theoretical material. Its arguments are original but less sophisticated than an “A” thesis. In contrast with a “B+” thesis, the “A-” thesis goes well beyond describing data or the texts under consideration to engage in clear analysis of them. Analysis in this case means making argumentative points and insights in the discussion of primary and supportive materials (e.g. excerpts from texts, interviews, popular press and, or from secondary scholarly literature). These argumentative points go well beyond summary, but rather use supportive materials to develop and defend a nuanced central thesis argument. The thesis demonstrates an ability to use correct English grammar, appropriate sources for support, and proper citations.

(B+) Pass with Honors: The thesis contributes to the existing literature in the field. It shows competent (if not complete) knowledge of the subject matter and relevant theoretical material. The thesis also demonstrates a clear argument supported by appropriate texts or data, but the discussion has less developed analysis, tending to be somewhat more expository or less subtle than it might have been. It demonstrates an ability to use correct English grammar, appropriate sources for support, and proper citations.

(B) Pass: The thesis contributes to the existing literature in the field and shows knowledge of the subject matter and relevant theoretical material. It has an argument that is distinct but not as sophisticated or well-developed as it could be at the MA level. The student’s engagement with materials tends more toward exposition than analysis. The thesis demonstrates an ability to use correct English grammar, appropriate sources for support, and proper citations.

(B-) Pass: The thesis aims to make an argument but executes this goal inconsistently. Its analysis is either not developed enough or not fully convincing. While the writing is grammatically correct and sources properly documented, the command of English is perhaps not consistently smooth and/or its style is awkward.

(C+) Pass: This thesis suffers from the shortcomings of the B- thesis but to a more noticeable extent. It is still passable, however, because the student has demonstrated an ability to do research and to synthesize their findings using existing literature on the subject matter and to accurately engage with relevant theories. It aims at an argument although, it is not fully convincing because of weak analysis or incomplete support. While the writing is grammatically correct and sources properly documented, the command of English is perhaps not consistently smooth and/or its style is awkward.

(F) Fail (C or lower): This thesis lacks sufficient knowledge of the subject matter and it does not relate accurately to or represent accurately the broader academic literature. It neither applies methods properly, nor demonstrates analytic ability expected at the graduate level.

Please note: Students have the right to re-take the thesis and defense in the case of failure. Re-takes cannot earn higher than a C+ grade and must be completed within two years. In such cases, the student has a right only to limited supervision. Precise conditions of any re-takes or resubmissions, including deadlines, will be determined by the Head of Department together with the thesis supervisor.

Incomplete (Pass after Revision, no grade): The student must implement some minor, but imperative changes in the thesis. 3 months are given to implement the changes, flexibility beyond that up to 1 year is at the committee's discretion. There is no need for a second defense. The defense committee will decide about the grade on the basis of the resubmitted thesis. The grade cannot be higher than B.

Conditional Fail (Resubmit, no grade): Defense is cancelled based on the committee's/head and supervisors' decision. The student should implement major revisions or re-write the whole thesis. Defense following resubmission has to be completed within one year or CF is finalized as Fail. Highest possible grade is B-.

Evaluation of the Oral Defense

Examiners assess the oral defense of the thesis qualitatively in terms of the student's ability to verbally analyze the key issues in the thesis; answer questions; elaborate on key points in the thesis; explicate under-developed or absent points relating to the thesis; and, if appropriate, apply the insights of the thesis to related texts, studies, issues, etc. The oral defense tests the student's ability to make analytical connections quickly, articulate ideas, and think about the issues in the thesis from various angles or perspectives. Because the faculty believes that these are vital skills for graduate-level scholarship and they are part of the training offered in the MA coursework, the skills evaluated in the Oral Defense comprise an important part of the final thesis grade. See details on final thesis grades below.

Final Thesis Grade

At the end of the defense of the thesis (including the Final Examination), the committee convenes in private to determine the total thesis grade. This grade is a composite of the student's written thesis, the oral defense performance, and the student's performance on the Final Examination. The committee's assessments of the Oral Defense and Final Examination together may raise or lower the grade on the written thesis by one or more steps, to determine the final thesis grade. The final thesis grade uses the same scale as the evaluation of the written thesis (see above). It is only the final thesis grade that appears on a student's transcript and that is calculated into the GPA. The final grade for

the theses of all students will be entered into Infosys on the day after the completion of the oral exams (June 21).
A sample of the **MA Thesis Evaluation Form** can be found in Appendix IX.

APPENDIX I**IMPORTANT DATES FOR THE 2018-2019 ACADEMIC YEAR**

September 3	Monday	Pre-session and student orientation begins
September 3	Monday	Departmental MA student orientation meeting
September 10	Monday	“Zero Week” begins Registration for fall term begins
September 13	Thursday	Departmental Welcome Party
September 14	Friday	Opening Ceremony
September 17	Monday	Fall term begins
September 17	Monday	Course Planning Worksheet due
September 30	Sunday	Late/Add and drop Registration for fall term ends
October 23	Tuesday	CEU is closed due to Hungarian national holiday
October 26	Friday, 3:30	Town Hall meeting for MA students
Nov. 1-2	Thu-Fri	CEU is closed due to Hungarian national holiday
November 12	Thursday	Final Thesis Prospectus due (for 2 nd yr students)
November 15	Monday	MA Research Grant application deadline 1 (for 2 nd yr students in 2-yr MA programs)
December 3	Monday	Registration for winter term begins
December 5	Wednesday	End-of-term party
December 6	Thursday	Thesis Topic and Supervisor Preference Form due (for 1 st year students in 2-year programs); Choice of specialization track
December 7	Friday	End of fall term
December 14	Friday	Latest deadline for final assignments
Dec. 24-26	Mon-Wed	Christmas – CEU is closed

December 31	Monday	New Year's Eve – CEU is closed
January 1	Tuesday	New Year's Day – CEU is closed
January 7	Monday	Beginning of winter term
January 13	Sunday	Late/ Add and Drop registration for the winter term ends
January 31	Thursday	Draft thesis proposal due (1 st yr students)
February 14	Thursday	Final thesis proposal due (1 st yr students)
February 19	Tue 11:00	Town Hall meeting for MA students
February 21	Thursday	MA Research Grant application deadline 2 MA Research Grant application deadline 2 (1-year MA or any student who plans research/internship in April or May). Subject to change depending on the date of the CEU Grants Committee meeting.
March 15	Friday	Hungarian National Holiday /CEU is officially closed
Mar 18-Apr 7	Mon-Sun	Registration for spring term courses
March 4-14	Mon-Thu	Thesis Writing Workshop (2 nd year students)
March 29	Friday	End of winter term
April 1	Monday	Beginning of spring term
Apr 1-May 24		MA Research Grant application rolling deadline 3 (with approved final Thesis Proposal only)
April 19	Friday	Good Friday – CEU is closed
April 21-22	Sun-Mon	Easter – CEU is closed
May 1	Wednesday	Labor Day – CEU is closed
May 3:	Friday	full (rough) draft of thesis due to Supervisor (2 nd year students)
May 24	Friday, 11:00	1 st year 2-yr Final Thesis Proposal and Research Plans due
June 6	Thur, 14:00	MA thesis submissions: 2 year program
June 9-10	Sun-Mon	Pentecost– CEU is closed
June 13-18	Thur-Tues	MA thesis defenses
June 14	Friday	End of spring term

June 19	Wednesday	Farewell Party
June 24	Monday	Graduation Ceremony

APPENDIX II

Department Curriculum 2018-2019

For 2-year MA students

Term	Title of the course	Groups/Designations	Teacher's last name	Teacher's first name	ECTS	CEU credit	Mand /Opt	Cross-listed from
Fall	Academic Writing Part 1 (Group 1)	Group 1	Kirchknopf	Andrea	2	1	Mand.	
Fall	Academic Writing Part 1 (Group 2)	Group 2	Faragó	Borbála	2	1	Mand.	
Fall	Academic Writing Part 1 (Group 3)	Group 3	Kumar	Sanjay	2	1	Mand.	
Fall	Foundations in Gender Studies I (Group 1)	Group 1	Fodor	Éva	8	4	Mand.	
Fall	Foundations in Gender Studies I (Group 2)	Group 2	Zimmerman	Susan	8	4	Mand.	
Fall	Public Lecture Series		Staff		2	1	Mand.	
Fall	Guided Internship		Renkin	Hadley Z.	16	8	Only for 2 nd yr Applied Track: mand.	
Fall	Internship Analysis Workshop		Renkin	Hadley Z.	4	2	Only for 2 nd yr Applied Track: mand.	
Fall	Communism and Gender: Historical and Global Perspectives		de Haan	Francisca	8	4	Elective	
Fall	Feminism and Masculinities		Barát	Erzsébet	8	4	Elective	
Fall	Gender and Migration		Jones-Gailani	Nadia	8	4	Elective	
Fall	Gender and Nationalism		Helms	Elissa	8	4	Elective	

Fall	Gender, Peace and Security (P)	Policy	Smith	Sarah	8	4	Elective	
Fall	Gender, Sexuality, and the Non/Human		Yoon	Hyaesin	8	4	Elective	
Fall	Queer Theory		Timár	Eszter	8	4	Elective	
Fall	Reimagining Social Movements		Renkin	Hadley Z.	8	4	Elective	
Fall	Feminist Qualitative Research Methods (M)	Methods	Jones-Gailani	Nadia	4	2	Elective; for Applied 1st yr: mand. elective	
Fall	Gender, Race, Class: Global Inequalities		Kóczé	Angéla	4	2	Elective	
Fall	Interdisciplinarity and Intersectionality in Gender Studies research (M)	Methods	Smith	Sarah	4	2	Mand. for 1st yr	
Fall	Performing Arts, Research, and the Public		Yoon	Hyaesin	4	2	Elective	
Fall	The Nature of Performativity		Timár	Eszter	4	2	Elective	
Fall	Women's and Gender History: An Introduction to Theory, Methodology and Archives (M)	Methods	de Haan	Francisca	4	2	Elective	
Fall	Biopolitics and Human Rights		Sándor	Judit	8	4	Elective	
Fall	Critical perspectives on human nature		Kronfeldner	Maria	8	4	Elective	
Fall	Equality Policy in Comparative Perspective (P)	Policy	Krizsán	Andrea	4	2	Elective	
			Zentai	Violetta			Elective	
Fall	UWC: Intro to text analysis: from close reading to machine learning		Labov	Jessie	4	2	Elective	
			Littvay	Levente			Elective	

Fall	Post-Secularism and its Precedents: Religious Counterdiscourses to Modernity		Wilke	Carsten	4	2	Elective	
Winter	Academic Writing Part 2: Thesis development	Group 1	Renkin	Hadley Z.	2	1	Mand. for 1st yr	
Winter	Academic Writing Part 2: Thesis development	Group 2	Renkin	Hadley Z.	2	1	Mand. for 1st yr	
Winter	Academic Writing Part 2: Thesis development	Group 3	Renkin	Hadley Z.	2	1	Mand. for 1st yr	
Winter	Foundations in Gender Studies II (Group 1)	Group 1	Renkin	Hadley Z.	4	2	Mand. for 1st yr	
Winter	Foundations in Gender Studies II (Group 2)	Group 2	Timár	Eszter	4	2	Mand. for 1st yr	
Winter	Public Lecture Series		Staff		2	1	Mand. for 1st yr	
Winter	Thesis Writing Workshop (Group 1)	Group 1	Lukic	Jasmina	8	4	Mand. for 2nd yr	
Winter	Thesis Writing Workshop (Group 2)	Group 2	Lukic	Jasmina	8	4	Mand. for 2nd yr	
Winter	Commodification of the Human Body		Sándor	Judit	8	4	Elective	
Winter	Gender, Labor Markets, Neoliberalism		Fodor	Éva	8	4	Elective	
Winter	Narrating Worlds		Lukic	Jasmina	8	4	Elective	
Winter	Postcolonialism and Feminism(s)		Jones-Gailani	Nadia	8	4	Elective	
Winter	Sexological Subjects		Renkin	Hadley Z.	8	4	Elective	
Winter	Transnational Feminisms		Smith	Sarah	8	4	Elective	
Winter	Women and the UN		de Haan	Francisca	8	4	Elective	

Winter	Critical Policy Studies (M) (P)	Methods, Policy	Smith	Sarah	4	2	Elective; Mand. for Applied 1st yr	
Winter	Discourse Analysis (M)	Methods	Barát	Erzsébet	4	2	Elective	
Winter	Introduction to Affect Theory		Timár	Eszter	4	2	Elective	
Winter	Qualitative Research Methods: Ethnographic Approaches (M)	Methods	Helms	Elissa	4	2	Elective; Mand. elective for Applied 1st yr	
Winter	Ethnographic Insights - Tutorial (M)	Methods	Helms	Elissa	4	2	Elective	
Winter	JWC: Economic inequality: Interdisciplinary perspectives		Fetzer	Thomas	8	4	Elective	
Winter	Labor History in Global Perspective, 19th and 20th Centuries		Zimmerman	Susan	8	4	Elective	
Winter	The Law and Politics of Combating Violence Against Women (P)	Policy	Andrea Mathias	Krizsán Möschel	4	2	Elective	
Winter	Building narratives: Self-expression through literature, art and performance		Kumar	Sanjay	4	2	Elective	
Winter	Making of the Modern Body		Lafferton	Emese	4	2	Elective	
Winter	JWC: Memory Frames: Visual Analysis of Photography and Film		Sarkisova	Oksana	4	2	Elective	
			Uitz	Renata				
Winter	The ethos of science: Objectivity, disinterestedness and autonomy of scientific research		Kronfeldner	Maria	4	2	Elective	

Spring	Research Preparation Seminar		Timár	Eszter	4	2	Mand. for 1st yr students not on internship	
Spring	Critical Race Theory: Race and Law from the United States to Europe		Möschel Kóczé	Mathias Angéla	4	2	Elective	

APPENDIX III

SAMPLE

2 Year MA Program, 1st year students
Course Planning worksheet

Research track: 6 elective credits must be earned in the Fall term; 12 elective credits must be earned in the Winter term.

Applied track: 6 mandatory elective and elective credits must be earned in the Fall term; 10 mandatory elective and elective credits must be earned in the Winter term.

Indicate other departments and specializations!

Name

Fall term		Winter term	
Credits	Course Title	Credits	Course Title
1	Academic Writing (mandatory)	1	Academic Writing: Thesis Development (mandatory)
4	Foundation in Gender Studies I (mandatory)	2	Foundations in Gender Studies II (mandatory)
1	Public Lecture Series (mandatory)	1	Public Lecture Series (mandatory)
2	Interdisciplinarity and Intersectionality in Gender Studies research (M) (mandatory for first year students)	2	Critical Policy Studies (P) (mandatory for first year Applied Track students)
2	Feminist Qualitative Research Methods (M) (mandatory elective for first year Applied Track students) (or an approved alternative)	2	Qualitative Research Methods: Ethnographic Approaches (M) (mandatory elective for first year Applied Track students) (or an approved alternative)
14 /	Total Credit hours	16 /	Total Credit hours
Spring term: Research Preparation Seminar (M) (mandatory for Specialization in Research track first-year students only; 2 credits, awarded in Fall term of year 2)			
Spring/Summer: Guided Internship (mandatory for Specialization in Applied track first-year students only; 8 credits, awarded in Fall term of year 2)			

2 Year MA Program, 2nd year students
Course Planning worksheet

Research track: 14 elective credits must be earned in the Fall term.

Applied track: 6 elective credits must be earned in the Fall term.

Name _____

Fall term		Winter and Spring terms	
Credits	Course Title	Credits	Course Title
8	credits for Guided internship (mandatory for Applied track students only)	4	Thesis writing workshop
2	Internship Analysis Workshop (mandatory for Applied track students only)	10	Thesis writing and defense with final exam
2	credits for Research Preparation Seminar (mandatory for Research track students only)		
16 /	Total Credit hours	14 /	Total Credit hours

APPENDIX IV

SAMPLE

Thesis Topic and Supervisor Preference Form

Student name: _____

Provisional thesis title: _____

Provisional thesis topic: _____

Requested supervisor: _____

Requested Second Reader (if known): _____

PLEASE RETURN TO ACADEMIC COORDINATOR BY December 6, 2018.

Supervisor Approval of Thesis Proposal Form

Student Name: _____

Thesis Title: _____

Supervisor: _____

Second Reader: _____

The above mentioned topic has been worked out in consultation with the student and myself, and I undertake to supervise the student.

Supervisor's signature: _____

Second Reader's signature: _____

PLEASE RETURN TO THE DEPARTMENT MA COORDINATORS BY February 14, 2019.

Attachment: Final Thesis Proposal

INTERNSHIP FORM

Student Name: _____

Place of the internship: _____

Supervisor: _____

Supervisor's Signature: _____

Internship Director's Signature: _____

PLEASE RETURN TO ACADEMIC COORDINATOR BY February 14, 2019.

FEMINIST AND GENDERED PRACTICES IN ESTONIAN ART OF THE 1990S

By
Andrea Szabó

Submitted to
Central European University
Department of Gender Studies

In partial fulfillment for the degree of Master of Arts in Critical Gender Studies.

Supervisor: Professor Mary Lamb

Second Reader: Gertrude Goat

Budapest, Hungary
20..

Declaration

I hereby declare that this thesis is the result of original research; it contains no materials accepted for any other degree in any other institution and no materials previously written and/or published by another person, except where appropriate acknowledgment is made in the form of bibliographical reference.

I further declare that the following word count for this thesis are accurate:

Body of thesis (all chapters excluding notes, references, appendices, etc.): XX,XXX words
Entire manuscript: XX,XXX words

Signed _____ (name typed)

(Signature appears on the hard copy submitted to the library)



DEPARTMENT OF G E N D E R STUDIES
MASTERS THESIS EVALUATION FORM

MASTERS CANDIDATE:

TITLE OF THESIS:

FIRST READER:

SECOND READER:

CHAIRPERSON:

FINAL THESIS GRADE

(BASED ON THE WRITTEN PERFORMANCE AND THE ORAL DEFENSE)*:

- PASS WITH HIGH HONORS (DISTINCTION) – A, A-
- PASS WITH HONORS -- B+
- PASS -- B, B-, C+
- INCOMPLETE (PASS AFTER REVISION, NO GRADE)
- RESUBMIT (NO GRADE UNTIL RESUBMISSION)
- FAIL -- F

COMMENTS ON DEFENSE**:

Supervisor _____
Second Reader _____
Chairperson _____
DATE _____

* Evaluators should indicate both Pass / Fail category (which will appear on the student's transcript) and circle a letter grade (which will be counted in the student's GPA).

** Comments on written performance attached.



FINAL EXAMINATION REPORT

Taken in front of the Final Examination Board on 16 June (month), 2019.

Student Data:

Student ID No.:

Name:

Title of the thesis:

Department/Program:Department of Gender Studies

Supervisor:

Readers of the thesis (including external reader, if any)

.....

Members of the Final Examination Board (at least three members; please indicate the external member)

Chair:

Members:

Parts of the Final Exam (attach another sheet of paper if needed):

.....

Result of the Final Exam (This grade is included in the transcript as the grade for the "Thesis". Specify below the evaluation of the separate components of the overall grade. Evaluation of the written work by the readers, if available, should be attached.)

Written work

Oral exam:

Overall Result of the Final Exam

/

Chair of the Final Examination Board (PRINTED LETTERS and SIGNATURE)

//

Member of the Final Examination Board

//

Member of the Final Examination Board

Notes:

"parts of the final exam":

this usually includes

1. questions about the thesis; please specify the questions;
and
2. questions about topics related to the subject-matter of the thesis; please specify the topics/questions

The calculation of the Final Examination Result is a combination of the written work and the performance at the oral part, including answers to questions about the thesis, and about the more general subject matter. Departments can use their own rules to calculate the overall result from the evaluation of the written work and the oral exam. The grade indicated as the overall result will be entered in the transcript as the 'Thesis' grade (contributing to 20-25 % of the overall GPA, depending on the program).